

LEE COUNTY POSITION ANNOUNCEMENT

YOUTH & FAMILY SERVICES

POSTING: INSIDE/OUTSIDE 07/31/07

POSITION: Hillcrest Shelter Coordinator – 20 hours per week

DATE AVAILABLE: Immediately

SALARY/GRADE: GRADE 68 \$19,581
RANGE: \$19,581 – 27,413

DUTIES/RESPONSIBILITIES: Lee County Youth Services is seeking qualified applicants for the position of Hillcrest Shelter Coordinator. Duties will be carried out on all three (3) floors of a facility that has no elevator. Responsibilities center around directing operations of a temporary residential facility (Hillcrest) housing youths in a troubled or crisis situation. Essential functions include: planning and collaborating activities dealing with the operation of the Hillcrest program, maintaining documentation and records. All work is performed under the general supervision of a Social Work Program Manager and is evaluated by reports, conferences and the overall effectiveness of the Hillcrest group home program. This worker will assist with the day to day operation of a residential child care facility. This position will provide some guidance to the residential child care workers, be responsible for monitoring the food program, completing statistical reports and ensuring that reports and other required documentation are done in a timely manner. Position will assist with the development of recreational activities for the residents, and from time to time will inform other community agencies about the program. Will be responsible for all spending line items related to Hillcrest Shelter, Federal Program guidelines from the United States Department of Health and Human Services, State program guidelines from the North Carolina Department of Health and Human Services, manages the annual re-licensure visit from North Carolina Department of Health and Human Service (which includes health inspection and fire inspection), and completes review of all programmatic materials. Position develops and writes policy and procedures, develops and writes grant proposals, directs the Nutrition Program through the North Carolina Department of Public Instruction (which includes submitting monthly reports for re-imbursement, following menus, overseeing proper meal preparation, ensuring safe food storage, and meeting dietary meal guidelines including Annual Monitoring visit).

MINIMUM TRAINING/EXPERIENCE REQUIREMENTS: Possession of a four-year degree in social work or a related human service field and three (3) years experience in working with court involved or at-risk youth, including some experience at the supervisory and/or management level; or an equivalent combination of training and experience. Applicants must possess a valid NC Driver's License and must have a clean driving record.

CLOSING DATE FOR APPLICATIONS/TRANSFERS: OPEN UNTIL FILLED

Return completed application and college transcript to the Human Resources Office, 106 Hillcrest Drive/PO Box 1968, Sanford, NC 27331.

Equal Opportunity Employer